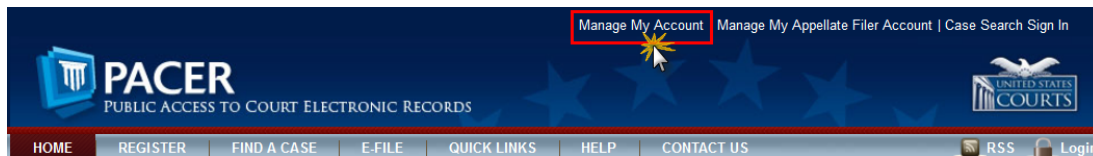


Pro Se Filing Account Procedures for: Pro Se Granted Electronic Filing Access.

The U.S. District Court for the Eastern District of New York is a NextGen CM/ECF court.

In order to request filing access, you must have an upgraded individual PACER account. If you do not have an upgraded individual PACER Account, click [HERE](#) for procedures. Once you have a PACER Account, follow the steps below to request filing access.

1. Navigate to www.pacer.gov
2. Click **Manage My Account** at the very top of the page



3. **Login** with your PACER username and password

 This screenshot shows the PACER login interface. It includes fields for 'Username' and 'Password', both marked as required. Below the fields are 'Login', 'Clear', and 'Cancel' buttons. The 'Login' button is highlighted with a red rectangular box and a yellow starburst cursor. Links for 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?' are provided below the login buttons. A notice at the bottom states: 'NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.'

4. Click on the **Maintenance** tab

 This screenshot shows the 'Maintenance' tab selected in the PACER account management interface. The 'Maintenance' tab is highlighted with a red rectangular box and a yellow starburst cursor. Other tabs visible are 'Settings', 'Payments', and 'Usage'. Below the tabs, there are links for 'Change Username', 'Change Password', 'Set Security Information', 'Update PACER Billing Email', and 'Set PACER Preferences'.

5. Select **Non-Attorney Admission/E-File Registration**

 This screenshot shows the 'Maintenance' tab with the 'Non-Attorney E-File Registration' link highlighted in yellow. The 'Maintenance' tab is selected. Other links visible include 'Update Personal Information', 'Update Address Information', 'Attorney Admissions / E-File Registration', and 'Non-Attorney E-File Registration'.

6. Select **U.S. District Courts** as the Court Type, **New York Eastern District Court** as the Court and **Party** as Role in Court. Click **Next**.

Court Type *

Court *

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

Instructions for e-filing can be found at
https://img.nyed.uscourts.gov/files/local_rules/UpdatedNextGenECFUserManual.pdf

7. Enter information for **Other Names Used** and **Most Recent Case**.

***Do Not Leave Most Recent Case blank. You must enter the NYED case number where your leave to electronically file was granted. Failure to provide the NYED case number will result in an immediate rejection.**

Additional Filer Information

Other Names Used

Most Recent Case
(in court where you are registering)

8. Select **Email Frequency** and **Email Format**, Click **Next**

Email Frequency *

Email Format *

9. Set default payment information if desired (not required). Click **Next** when finished, or to bypass this screen. You can add a credit card or ACH payment method for each of the following fee types:

- Autobill PACER fees
- Filing fees default

Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

[Add Credit Card](#)
[Add ACH Payment](#)

11. Check the two **Non-Attorney E-Filing Terms and Conditions** acknowledgment boxes.

[Click here to download a printable version of the Non-Attorney E-filing Terms and Conditions](#)

- ☒ Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *
- ☒ Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) *

12. Click **Submit**. The court will review your filing request and you provide you with further instructions via email.